

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6259

TITLE: PRINTING SERVICES SHIFT SUPERVISOR

GRADE: S-20

DEFINITION:

Under general supervision, serves as a working supervisor of a shift to provide printing services for County and School agencies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a working supervisor class with technical responsibility for a shift (day or night) of printing work.

ILLUSTRATIVE DUTIES:

Supervises and assists all shift personnel in the areas of offset printing, xerographic printing, prepress duties and bindery operations;

Assigns work to, evaluates performance of, and monitors leave of shift personnel;

Floats from one area to another to assist with and monitor work in progress;

Assists manager in ensuring quality control, customer satisfaction and efficient use of resources;

Provides direction and training in job production and equipment operation;

Performs minor repair and adjustments on printing machinery;

Keeps current on technological advances in the printing industry;

Meets regularly with manager to discuss workflow, quality control and resource utilization;

Provides back-up assistance for manager in his/her absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of printing, reproduction, and bindery operations and procedures including maintenance and minor repair work;

Knowledge of printing and paper stock, bindery supplies and other printing materials;

Skill in using offset, xerographic, bindery and prepress equipment;

Ability to communicate effectively, both orally and in writing;

Ability to maintain effective relationships with user agencies and staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; PLUS

Five years of experience in print shop operations, including three years of experience in the operation and maintenance of offset printing equipment.

CERTIFICATES AND LICENSES REQUIRED:

None.

REGRADED: March 6, 2009

ESTABLISHED: May 20, 1996